

11 DEC 1972

MEMORANDUM FOR: Executive Officer / DDS

SUBJECT : Mr. Colby's Revision of OTR's papers on:

- (a) Use of Training in Personnel Management and Development
- (b) Organizational Support of Training

ILLEGIB

Per our telephonic discussion on 8 December, these are the changes Mr. Colby made in the two documents noted above:

(a) On the first page of the first document, he condensed the first two paragraphs by eliminating references to agents for implementing the Training Program and to the Personnel Development Program (PDP).

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(c) In the second document under paragraph A, he charged the Board of Visitors not with examining the need for a Branch Chief's Course, but rather specified that the Board make recommendation with respect to the content and attendance of such a course.

(d) Under paragraph B, he added that waivers to "first line" supervisors' taking the Managerial Grid and Fundamentals of Supervision and Management require approval of the Executive Director. The problem here is that we do not yet have a precise definition of the term "first line" supervisors.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personnel Management and Development

72-5054/6

FROM:		EXTENSION	NO.
Director of Training 1026 CofC		3245	1
TO: (Officer designation, room number, and building)	DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. DD/S 7-D-18 - Hqs.	11/24	12/1	1 to 3 - Bill: OTR has done a thorough job revising the two attached papers to include the suggestions you made in your memorandum of 6 October 1972 (ER 72-5054/4). The Director of Personnel has received copies. With your acceptance or approval of these documents, we will begin to implement the recommendations contained in "Organizational Support of Training" (Tab 2).
2.			
3. ExDir-Compt. 7-E-12 - Hqs.			
4. Deputy Director for Support Rm 7D18, Hqs			
5. Director of Training Rm 1026, CoC Bldg			
6.			
7.			
8.			
9.	*However, pls arrange that they be distributed to the DD's for discussion at Deps Mtg together		
10.	11. On the PDP currency revised. (cc to MAG pls) -		
12. DD/S 72-4313: Memo dtd 17 Nov 72 for Ex. Dir.- Compt., thru DD/S, fr DTR, subj: Personnel	APPROVED as edited - *		
13. Management and Development; w/Atts 1&2			
DD/S 72-4312: Memo dtd 17 Nov 72 for Ex. Dir.-			
14. Compt. thru DD/S, fr DTR, subj: Role of Training in Personnel Management			
15.			

John W. Coffey

2 Atts: DD/S 72-4313 + 72-4312

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W. E. Colby  
Executive Director-Comptroller

Date: 1 Dec 72

DD/S Distribution:

Orig RS - Adse #3, w/o Atts (To be  
returned to DTR via DD/S)

1 - ER, w/cy of Atts

1 - DD/S Subject, w/cy of Atts  
& Background

1 - D/Pers, w/o Atts

1 - DD/S Chrono, w/o Atts